

Procedure 4.0101

Textbook Order Procedure

Curriculum

After textbooks are approved by deans, the ordering of current titles should be handled by the Lead Instructor working directly with the the College bookstore manager. Textbook orders should be requisitioned no later than eight weeks preceding the semester in which they are needed.

The Lead Instructor should complete the Textbook Order Form giving all required information. The quantity should be determined by estimating the number of books the instructor feels the students will purchase from the the College Bookstore. Any change in textbooks should be given careful consideration by the instructors within the area concerned. A change in title should be requested in advance by the lead instructor to the deans and the date of change coordinated with the the College Bookstore to allow for returning or depleting the existing stock of books for that particular course. Faculty should make every effort to use the same textbook for at least three years.

Continuing Education Textbook Order

After textbooks are approved by Continuing Education directors, the ordering of current titles should be handled by the Continuing Education director working directly with the bookstore manager. Textbook orders should be requisitioned no later than two weeks preceding the start date of the class.

The Continuing Education director should complete the Textbook Order Form giving all required information. The quantity should be determined by estimating the number of books the Continuing Education director feels the students will purchase from the Bookstore. Any change in textbooks should be given careful consideration by the Continuing Education director. Staff should make every effort to use the same textbook for at least three years.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Services and Resources Policy](#)

History

Senior Staff Review/Approval Dates: 3/21/16, 05/09/2016

Procedure

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

